

REPORT REFERENCE RECORD (PREPARED REPORTS)

REPORT TITLE		RCS NO.	
HOW PREPARED <input type="checkbox"/> MANUAL <input type="checkbox"/> MACHINE	FORM NO. / FORMAT	FREQUENCY	DUE DATE
DIRECTIVES REQUIRING SUBMISSION OF THE REPORT			
LIST SUBORDINATE ACTIVITIES THAT PROVIDE INFO TO ASSIST YOU IN PREPARING REPORT			
<p>ACTIVITY THAT RECEIVES REPORT</p> <p>ORIGINAL:</p> <p>VIA-</p> <p>COPIES:</p>			
SIGNATURE (Person having cognizance)	CODE	DATE	PHONE NO.
REMARKS AND ANALYST'S NOTES			

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